

1. Call to order & Attendance - 6:15: Michelle, Ron, Will, Katy, Sean and Denise in attendance
2. Pending Business
  - a. National Night Out (October 4th) - Final circle up before event
    - What items still need to be done? Michelle stated that we still need tables and coolers. Denise added we also need a recycle bin/trash can/trash bag, and paper goods like plates and napkins. Michelle and Katy will bring folding tables and Michelle will bring a recycle bin.
    - Street blocking? Katy asked where we were with the street blocking and Michelle shared that one Shelby Oak resident asked that the street not be completely blocked. Will stated that we can only ever block part of the street. Will stated that he had sent the Board an email with the form to request the partial street blocking that needed the signatures of the residents of the street being blocked and he did not get a response and did not pursue further. All agreed to abandon the official street blocking request.
    - Food/drinks ordered? Michelle stated that we need drinks and offered to bring a cooler full of donated beer. Denise also offered to bring a cooler full of donated beer to the event.
    - Does COVNA purchase food/drinks and then get reimbursed by sponsors? Michelle indicated that she would get cash from the event sponsors, \$125 each for a total of \$250 and can order the pizza and have it delivered. Denise suggested to the group that instead of collecting cash from sponsors, who may want a receipt, we can collect sponsor funds to be donated directly to COVNA's account, then have Michelle get reimbursed by COVNA for the pizza ordered, since it will exceed the sponsor amounts. Denise also offered to purchase plates, napkins, water, and kid drinks from Costco for later reimbursement from COVNA. All agreed to handle the sponsorship this way. Michelle stated that with this method, we should issue receipts to the sponsors. Ron stated he could accept deposits, issue receipts, and reimburse Board members for purchases but reminded the Board that he will be out of town from 9/27 to 10/9, and will miss NNO.
    - Additional logistics - Katy asked about having printouts thanking sponsors taped to the tables. Michelle offered to print flyers, sponsor thank yous, and information about future events to place in plastic stands on the tables at the NNO event. Denise asked for help manning the membership table: Will and Katy offered to help. Will offered to follow up on the fire truck request. Katy stated that she registered our neighborhood through the NNO website a little while ago; Michelle stated she would follow up on that request. Michelle asked that we pin the event to the various social media pages and put the word out about the event to ensure maximum attendance. Michelle also stated that she would send a group text check-in to the Board next Wednesday (9/28) for a final update on NNO.

**ACTION ITEMS:**

1. Katy and Michelle to bring tables to NNO (total of 3)
2. Michelle to bring recycle bin
3. Michelle and Denise to bring cooler of donated beer
4. Michelle to order pizza for the event (to be reimbursed)
5. Michelle to collect donations from sponsors (\$250 total)

6. Denise to purchase paper goods, water, and non-alcoholic drinks (to be reimbursed)
7. Michelle to print out flyers, upcoming event info, sponsor shout outs to place in plastic stands on tables at NNO
8. Will to follow up on fire truck request
9. Denise to man the membership table with help from Will and Katy
10. Michelle to follow up on officially registering COVNA for National Night Out

### 3. New Business

- a. Next event prep: Halloween block party on 10/29

Question received regarding whether the block party is separate from trick or treating on actual Halloween - can we clarify? (DS)

Denise stated that she received a question from a neighbor asking for clarification on trick or treating and the block party. Denise brought it to the Board to confirm since we last discussed it over a year ago. All agreed that yes, the block party is a COVNA official event taking place on 10/29, the Saturday before Halloween. This is not intended to replace trick-or-treating which happens on 10/31 and is not a COVNA official event.

Michelle suggested we try to have the block party on Ramblewood, Crownspoint Circle, or Mosswood Circle. It will be discussed at a future meeting, but if any Board members know residents of those streets where we can gather safely, start reaching out to neighbors now. Will suggested a time frame for the block party of 4-7p. All voted yes.

4. Future agenda items - Block party details; Holiday party items; membership drive; start pricing for Holiday party, Michelle suggested Texican Cafe and the taco truck in the lot like last year; Will suggested we reach out to neighbors who own establishments where we could host our Holiday party. Katy offered to reach out to Ramsey who owns Sam's Town Point since he was nominated for the next Humans of COVNA story. Michelle offered to reach out to Little Darlin and Texican. Will suggested that we should aim for an earlier or midday timeframe since the Holiday party is on a Saturday to help reduce the cost. Michelle also asked that Board come to the October meeting with comments, questions, and requests for the website to share with Matt at the next meeting. Katy suggested a future retreat for the Board to work for a couple of hours to go through the website; Denise stated she would add a website access/training session by Matt to the agenda of our next meeting.

Katy stated that she would not be available for October meeting.

5. Future meeting dates - *October 11 - hosted by Denise, November 8 - hosted by Michelle, December 13 - hosted by Will*

6. Adjourn - 7:14p